

Introduction

The United States District Court for the Northern District of Florida requires attorneys to file documents with the Court over the Internet using a system called Case Management/Electronic Case Files (CM/ECF). This manual incorporates the court's policies and procedures for electronic filing into instructions on how to file documents, view documents, and retrieve docket sheets for cases filed in this court. Additional information may be found on the court's Internet web site located at www.flnd.uscourts.gov.

Authorization for Electronic Filing

The [Administrative Order](#) of November 28, 2003, and the revised [Local Rules](#) authorize electronic filing in conjunction with Federal Rules of Civil/Criminal Procedure. The policies and procedures referenced in this manual govern electronic filing in this district unless, due to extraordinary circumstances in a particular case, a judicial officer determines that these policies and procedures should be modified.

Electronically Filed Documents

Pursuant to the Federal Rules of Civil and Criminal Procedure, the Local Rules and Administrative Order of this court, and the procedures set out in this manual, electronic transmission of a document to the Electronic Case Filing (ECF) System, together with the transmission of a Notice of Electronic Filing (NEF) from the court, constitutes filing of the document and entry of the document upon the docket kept by the Clerk under Fed.R.Civ.P. 58 and 79(a). Parties can also verify the filing of documents by inspecting the court's electronic docket sheet.

Upon the filing of a document, an entry is created on the Court's docket by the filing party. The Clerk's Office will, where necessary and appropriate, modify the docket entry description to comply with Quality Control (QC) standards and will make a modification notation in the docket text. Modifications that may impact the litigation of the case will be referred to the judge for appropriate action.

Deadlines

Filing deadlines are not altered by the use of electronic filing. Filing by electronic transmission will be deemed to be timely if the time of filing and docketing is prior to midnight of the local time of the division in which the case is pending. Although parties can file documents electronically 24 hours a day (excluding maintenance periods) and seven days a week, attorneys and parties are strongly encouraged to file all documents during the normal business hours of the Clerk's Office.

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Attorneys are expected to rely on deadlines as stated in court orders, notices, the Federal Rules, and the Local Rules for this district; deadline reports provided by ECF and deadline references found in docket text entries should not be relied upon and should be used only as a guide

Usage Requirements

Users should have a working knowledge of web browsers, portable document format (PDF), and Public Access to Court Electronic Records ([PACER](#)) in order to access and post documents using Case Management/Electronic Case Files (CM/ECF).

The Use of this Manual

This collection of PDF reference files, collectively known as the Attorney User's Guide or the "manual", is a work in progress and may undergo periodic changes. Therefore, it is suggested that this manual be viewed online to ensure access to the most recent updates and procedural changes.

Where appropriate, links to other Web pages have been incorporated into this manual in order to provide additional points of reference. One extremely useful and important Web reference is the Frequently Asked Questions or CM/ECF [FAQ link](#) found on the court's Web site. The court's home page may be found at www.flnd.uscourts.gov.

Help Desk

Clerk's Office personnel are available in each divisional office during normal business hours to respond to questions regarding ECF and the registration process:

Pensacola:	(850) 435-8440
Tallahassee:	(850) 521-3501
Gainesville:	(352) 380-2400
Panama City:	(850) 769-4556

Notification of System Maintenance Issues

Users will be notified of scheduled system maintenance or of technical difficulties through the court's web site (www.flnd.uscourts.gov) and the ECF system itself.

Symbols Used in this Manual

- Data to be entered by the user is shown enclosed in angle brackets: <data to be entered>.
- Command buttons are represented in [\[bracketed boldface type\]](#).

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- Hyperlinks are represented in **underlined boldface type**.
- Menu options are represented in ***boldface italics type***.